

Region Organizational Advancement Standards (ROAS) Procedures

This document is to outline the procedures surrounding the Region Organizational Advancement Standards In-Depth review. Updated Sept. 2023.

1. The USAV Administrative Council Compliance Committee is responsible for development and Implementations of ROAS policies.
2. Overall Logistics
 - a. All regions will be reviewed every four years.
 - b. All reports sent to the commissioner / principle rep also go to a region-identified board member other than the commissioner / principle rep. This is helpful if an item needs board action / attention and offers more credibility to the process with region board involvement.
3. Procedure For Collecting Data
 - a. The items from the ROAS document will be provided in a survey or document format.
 - b. An authorized representative from each region will fill out the survey or document, attesting that their region meets each item and providing evidence that they have met the item (i.e. a link to the specific item on the region website, a name or date, etc.).
 - c. ROAS submissions are due Sept 15.
4. Timeline
 - a. Ten (10) regions per year will receive, from the Compliance Committee, the ROAS survey or document after the yearly May RVAA meetings, with a request to confirm receipt. Regions should respond within 14 days confirming receipt. The survey will be due Sept. 15, but regions may complete it any time after the request is sent.
 - i. A Region must contact the Compliance chair in writing to request a 30-day extension. This must be received by 5pm ET on Sept. 14.
 - ii. If a Region does not meet the Sept. 15 initial submission deadline, or requests an extension but does not meet the Oct. 15 deadline, they will be deemed out of compliance and subject to the penalties under the Enforcement section, below, until the submission is received by the Compliance Committee.
 - iii. The review, collaboration and resolution process will be Sept. 15 to April 15. Please note, all information for consideration must be

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received by April 1 in order to give the committee members time to review.

- iv. The Compliance Committee will finalize a report to the RVAA Chair, RVA representative and identified region Board contact by April 15 or in advance of the Compliance Committee meeting for the May RVAA Meetings, whichever comes first. Any region not in compliance at this time will be subject to the penalties under the Enforcement section, below.
- v. The Compliance Committee will discuss the process and procedures for the May RVAA Meetings and make any needed recommendations to alterations, for input during the General Session.
- vi. Additional reviews and reporting will be done at the May RVAA Meetings, if needed.

5. Review Committee

- a. The Compliance Committee chair may select additional individuals to assist the Review Committee. The non-Compliance Committee members will be approved by a majority of the Compliance Committee.
 - i. These individuals can be commissioners, principle reps, or an individual nominated by a region commissioner such as a region staff member, or key volunteer such as a board member.
 - ii. By welcoming into the process members other than commissioners, it opens up the volunteer pool, provides credibility that “outside” eyes are reviewing the information, and gives the reviewers a deep-dive learning opportunity into what other regions are doing
 - iii. A region shall never have personnel on the Review Committee if that region is being reviewed that year.

6. Review & Resolution Procedure

- a. Once a region has submitted its completed survey, either before or by the listed deadline, the Compliance Committee chair will send the information to the selected Review Committee member.
- b. Each member of the Review Committee member will get two to four regions to review, depending on the number of members on the Committee.
- c. The members of the Review Committee will go through the information, confirming that 100% of the Meets items are met, and that the provided supporting information is correct.

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- i. If an item is not met, or the supporting information does not reflect the correct information, the Review Committee member will note that on the report and suggest a correction.
 - d. Each member of the Review Committee will go through the information and note the items met and the corresponding details within the Exceeds categories, pulling them out and putting them into Best Practices within those categories.
 - i. If an item in the Exceeds category is not met, the Review Committee member does not need to take any action. These items are not required.
 - e. Once completed with the review of a region, the Review Committee member will send the notes on the report to the Compliance Committee Chair, or designee if the Chair's region is being reviewed that year.
 - i. The designee will be chosen by the RVAA Chair
 - f. The Compliance Committee Chair or designee will collect the reviews of all 10 regions from all Committee members and circulate all reports to all members of the Committee for review. Members of the committee should discuss any discrepancies and come to a consensus on each region report and whether each submission Meets Standards or requires resolution on some items.
 - g. The Compliance Committee Chair or designee will send the initial committee report to the submitting region commissioner / principle rep and designated board member, for them to review and respond to any requests for alterations to submitted information.
 - h. Based on the above timeline, the region will have time before the final deadline to work with the Review Committee members or other RVA or outside members to make alterations or updates prior to the final report being submitted.
 - i. Upon completion of the updates by a region, or the deadline, the Review Committee will finalize all reports and make a recommendation on which regions should be recognized with "Meets Requirements" on the RVAA website.
 - j. The Review Committee should also submit a report to the Compliance Committee Chair on Best Practices by category, for posting on the RVAA website.
 - k. The Compliance Committee will review these Standards and Procedures each May RVAA meeting.

7. Enforcement

- a. If there is ever a discrepancy between ROAS and state law, state law takes precedence. Submitting regions should note in the survey why the requirement is not complete and the Compliance Committee Chair will take that information to the RVA Chair for further examination.
- b. With the approval of the ROAS and its Procedures by the RVAA, it is expected that every region participates in the in-depth reporting once every four years and also commits to meeting the minimum standards every year.
- c. To be in Good Standing, the principal rep and the region they represent must meet all current membership requirements and comply with ROAS policies and any future USAV-RVA policies enumerated in the USAV bylaws and/or opcode or any separate agreements.
- d. The principal rep must be in good standing to vote in RVAA meetings, committees and elections.
- e. The Compliance Committee will determine non-compliance with the ROAS policy and will notify the Principal Rep and their RVA Board Chair as such on April 15. The RVAA and Nominating Committee Chairs will receive the report for enforcement.
- f. If proper notice, as described in ROAS policy, was given to both the principal rep and the region's board representative, missed deadline decisions are a matter of fact and not appealable. Extensions are only granted under the circumstances described in the current ROAS policy, which the Compliance Committee must approve in writing
- g. The RVA Principal rep will lose their vote in any RVA committee, general session, special meeting or election until the ROAS is completed and meets all minimum standards as approved by the Compliance Committee..
- h. Appeals will go to the USAV Administrative Council Structure & Function Committee for adjudication and are limited to the following:
 - i. Lack of proper notice of deadlines
 - ii. Failure to follow published policies.
 - iii. Disagreements regarding specific audit items
- i. If a region disagrees with the findings of the USAVAC S&F Committee, the region may appeal the decision to the USAV Admin Council for a decision, resolution and education.

8. Additional Information

- a. Unless the minimum standards in the Meets section of the Standards are changed by a higher entity (USA Volleyball Board of Directors, USOPC or federal law), the Compliance Committee shall not change any of the material Meets Standards until the start of a new review quad.
 - i. Items may be changed or added to the Exceeds sections at any time by agreement of the Compliance Committee
- b. These Standards and Procedures are not to find fault with a region but rather are intended to create a roadmap for high achievement and regional collaboration. All regions are encouraged to look to other regions to aid in furthering both minimum standards and exceeding standards.